

REV(11/01)

Description of Position	TITLE OF POSITION: Case Aide Technician		CLASSIFICATION CODE: 02797300	
	SALARY RANGE: Gr. 318 \$31802 - 35187		REFERENCE POSITION NO.: 1244-50600-7	
	Department of Human Services/IFS		APPLICATION PERIOD: 5/25/06 - 5/31/06	
	Division/Section/Unit Child Care		GRACE PERIOD ENDS 6/3/2006	
	Assignment(s) / Comments			
	Shift and Days: Monday - Friday 8:30 - 4:00		Job Location: Louis Pasteur Bldg., Cranston	
	Restrictions/Limitations: None			
	Position Covered By Collective Bargaining Union Agreement		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: Council 94, Local 2882			
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position		See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.				
General Information to Candidate	INSTRUCTIONS:			
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.			
	Most Important - Please include the following information:			
	• The title of the position for which you are applying		• Name of department where you are currently employed	
	• Title of your present position and date you entered it		• Your business telephone number	
	• Date you entered State service		• Present Union Affiliations	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.			
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS			
• Reasonable Accommodations:				
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.				
• Medical Information:				
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).				
Statement of Duties	DUTIES / RESPONSIBILITIES:			
	Please refer to attachment			
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:			
	Completion of at least two years of academic study in an accredited institution of higher education; or employment in a position which required decision making based on a review and evaluation of facts gathered from interviews or completed records; or any substantially equivalent education and experience.			
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:			
	Ann DeBonis Department of Human Services 600 New London Avenue Cranston, RI 02920		Telephone #: 401-462-2481 Fax #: 401-462-2041 TTY/TDD #: 401-462-3363 (Telecommunication Device for the Deaf)	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

Case Aide Technician
1244-50600-7

Duties/Responsibilities

Assist providers visiting OCC in person to supply verification of information or complete applications for approval (staff office during specified visiting hours, receive walk-ins at other times as available, review and respond to provider queries left at desk)

Answer phone line: take messages and respond to provider requests, questions and inquiries (maintain a phone log)

Maintain CPD Approved Provider List

Maintain approved provider files

Process approved provider renewals and closures (including 2 year DCYF/BCI clearances for legal non-certified providers and their households)

Communicate with providers to receive and verify all needed information to process information updates, renewals or changes in status

Send notice of renewals or closures to providers

Send notice of closures to families of enrolled children

Maintain records of renewals and closures processed

Update Approved Provider information in CDP on INRHODES as needed or requested

Disseminate program information and provider responsibilities related to DHS CCAP to approved or potential providers

Collect and report provider data as requested

Related work as requested